



APPLICATION FOR RECORDS RETENTION SCHEDULE

86-012-4-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Comptroller General's Office Enforcement Division Suite 707, West Tower, Floyd Bldg. Atlanta, Georgia 30334	Application Number	79-123-A
Application Number			Date Received	JAN 24 1986
			Date Completed	JUN 30 1986
2. Person to Contact		Working Title	Telephone Number	
Cherry W. Wolleat		Principal Secretary	656-2060	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input checked="" type="checkbox"/> Amend Application No. 79-123-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)		
Earliest	Latest			
1969	Present	Agents Investigation Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
The Enforcement Division is charged with the responsibility of upholding the duties of the Comptroller General's Office by promulgating all regulations, rendering administrative aid and by taking quasi-judicial action for the Insurance Department, the Industrial Loan Department, and the State Fire Marshal's Office. The Division receives and evaluates all information from all divisions of the Insurance Department before any order or citation is issued by the Commissioner. The Division also handles all such research that are referred to it from the Insurance commissioner or the Chief Deputy Insurance Commissioner, as well as requests for legal assistance or interpretation from other deputy insurance commissioners. The Division also considers, prepares, and reviews various documents for the Commissioner's signature and for such legal action as may be deemed necessary and administers all the requirements of the Georgia Insurers Insolvency Pool.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: maintaining case files on all agent investigations referred to the Enforcement Division for disposition.				
Included are: individual folders for each case containing internal memos transmitting the case to the Division; responding memo verifying the case and assigned case number, etc.; correspondence with insurance companies; invitation to agent for informal conference to discuss the charges or problem; copies of related legal documents; working papers and supporting documents such as research information, conference notes, etc; and copies of Revocation Order or other type of Order summarizing the results of the case (if case is closed because of insufficient evidence, etc., it is closed by internal memo). Also included are Docket Books containing assigned case number and brief information about each case, and annual listings of agents which serve as cross-indices to the files. File is arranged: Alphabetically by name of agent.				
8. Monthly Reference Rate		How often are records referred to which are:		
One to six months old 100		Seven to twelve months old 100		
twenty-five months and older 0		Thirteen to twenty-four months old 10		
9. Annual Rate of Accumulation of Records				
Letter-size drawers ; Legal-size drawers 5 ; Shelves ; Other (specify)				

X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. O.C.G.A. 33-23-18
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? Internal memoranda to and from Agents Licensing Division only
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>2</u> years. | d. Audit period | <u>8</u> years. |
| b. Statute of limitation | <u>2</u> years. | e. Administrative need | <u>8</u> years. |
| c. Federal law | <u>2</u> years. | f. Federal retention instructions | <u>8</u> years. |

11(a) O.C.G.A. 33-23-64 provides that licensee whose license has been revoked may not file another application as an agent, etc. within 2 years from effective date of revocation. Attach copy or excerpt of laws or regulations. Explain administrative need.

In order to maintain proper administrative records/history of agents against whom investigation for possible action or administrative action has been taken to reasonably preclude future application and licensing of said agents due to premature destruction of case files. (Ex. agent license revoked 1980, subsequently reapplies for license 1981 would not know why revoked without file).

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Agents Investigation

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

Case Files -

- ☒ Hold in the current files area 2 month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then destroy
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When case is closed, remove folder from active file and place in inactive file; cut off inactive file at end of each calendar year; hold in current files area two (2) years; then transfer to State Records Center; hold six (6) years, then destroy.

Docket Books - When book is filled, place in inactive file; hold in current files area 10 years and until no longer needed for reference; then destroy.

Agents Listings - Cut off file at end of each calendar year; hold in current files area 10 years and until no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Donald V. Deland</i>	<i>1/21/86</i>	<i>Fred Anderson</i>	<i>1-22-86</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>6/9/86</i>
		Secretary of State/Designee	<i>6/2/86</i>
		Attorney General/Designee	<i>6/2/86</i>

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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General's Office Enforcement Division Room 232, State Capitol Atlanta, Georgia 30334	Application Number 79-123-A	
Application Number		Date Received JUN 26 1981	Date Completed JUL 9 1981
2. Person to Contact Cathy Karr		Working Title Principal Secretary	
		Telephone Number 656-2060	
3. Action Requested			
a. Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. <u>79-123</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1969 present		5. Records Series Title (followed by title used in office, if different) Agents Investigation files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Enforcement Division is charged with the responsibility of upholding the duties of the Comptroller General's Office by promulgating all regulations, rendering administrative aid and by taking quasi-judicial action for the Insurance Department, the Industrial Loan Department, and the State Fire Marshal's Office. The Division receives and evaluates all information from all divisions of the Insurance Department before any order or citation is issued by the Commissioner. The Division also handles all such research that are referred to it from the Insurance Commissioner or the Chief Deputy Insurance Commissioner, as well as requests for legal assistance or interpretation from other deputy insurance commissioners. The Division also considers, prepares, and reviews various documents for the Commissioner's signature and for such legal action as may be deemed necessary and administers all the requirements of the Georgia Insurers Insolvency Pool.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining case files on all agent investigations referred to the Enforcement Division for disposition. Included are: individual folders for each case containing internal memos transmitting the case to the Division; responding memo verifying the case and assigned case number, etc.; correspondence with insurance companies; invitation to agent for informal conference to discuss the charges or problem; copies of related legal documents; working papers and supporting documents such as research information, conference notes, etc; and copies of Revocation Order or other type of Order summarizing the results of the case (if case is closed because of insufficient evidence, etc., it is closed by internal memo). Also included is a Docket Book containing case number and brief information about the case and an alphabetical list of agents prepared at the end of each year. File is arranged: chronologically by calendar year; thereunder numerically by case number. Docket book is arranged chronologically by calendar year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>100</u> ; Thirteen to twenty-four months old <u>8</u> ; twenty-five months and older <u>?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>4</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Acts, 1960, pp. 289, 424
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u> </u> years.
b. Statute of limitation	<u>2</u> years.	e. Administrative need	<u>10</u> years.
c. Federal law	<u> </u> years.	f. Federal retention instructions	<u> </u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need. In order to maintain proper adm. records/history of agents against whom investigation for possible action or administrative action has been taken to reasonably preclude future application and licensing of said agents due to premature destruction of case files. (Ex. agent license revoked 1980, subsequently reapplies for license 1991 - would not know why revoked without file).

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other then,

- ☒ Hold in the current files area month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☒ Transfer to State Records Center; hold 8 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When case is closed, remove folder from active file and place in inactive file; cut off inactive file at end of each calendar year; hold in current files area two years; then transfer to State Records Center; hold 8 years, then destroy.

Docket Book and List of Agents: Cut off file at end of each calendar year; hold in current files area 10 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jerry Holbrook</i>	6-15-81	<i>Frank Anderson</i>	6-24-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Wm. J. Smith</i>	7-1-81
State Auditor/Designee		<i>Carroll Hart</i>	7-6-81
Secretary of State/Designee		<i>Jerry Hays</i>	7-8-81
Attorney General/Designee			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Acts, 1960, pp. 289, 424
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u> </u> years.
b. Statute of limitation	<u>2</u> years.	e. Administrative need	<u>10</u> years.
c. Federal law	<u> </u> years.	f. Federal retention instructions	<u> </u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need. In order to maintain proper adm. records/history of agents against whom investigation for possible action or administrative action has been taken to reasonably preclude future application and licensing of said agents due to premature destruction of case files. (Ex. agent license revoked 1980, subsequently reapplies for license 1991 - would not know why revoked without file).

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other then,

- ☒ Hold in the current files area month(s) 2 year(s); then
☐ Transfer to local holding area, hold year(s); then
☒ Transfer to State Records Center; hold 8 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

When case is closed, remove folder from active file and place in inactive file; cut off inactive file at end of each calendar year; hold in current files area two years; then transfer to State Records Center; hold 10 years, then destroy.

Series should be held at Records Center for 8 years per conversation with Cherry Walleat, Principal Secretary and new contact person. NREfferson 2/8/85

Docket Book and List of Agents: Cut off file at end of each calendar year; hold in current files area 10 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jerry Holbrook</i>	<u>6-15-81</u>	<i>Fred Anderson</i>	<u>6-24-81</u>
State Records Committee (Signature)		Date	
State Auditor/Designee		<u>7-1-81</u>	
Secretary of State/Designee		<u>7-6-81</u>	
Attorney General/Designee		<u>7-8-81</u>	

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
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RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76--RM--1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE

Application Date

Application Number

1. Agency Address

Comptroller General's Office
Enforcement Division
Enforcement Deputy's Office
Room 232 State Capitol
Atlanta, Georgia 30334

FOR RECORDS MANAGEMENT USE

Application Number

79-123

Date Received

APR 20 1979

Date Completed

JUL 20 1979

2. Person to Contact

Cathy Karr

Working Title

Secretary

Telephone Number

656-2060

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1969 present

5. Records Series Title (followed by title used in office, if different)

AGENTS INVESTIGATION FILES

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: maintaining case files on all agent investigations referred to the Division for disposition.

Included are: individual folders for each case containing internal memos transmitting the case to the Division; responding memo verifying the case and assigned case number, etc.; correspondence with insurance companies; invitation to agent for informal conference to discuss the charges or problem; copies of related legal documents; working papers and supporting documents such as research information, conference notes, etc.; and copies of Revocation Order or other type of Order summarizing the results of the case (if case is closed because of insufficient evidence, etc., it is closed by internal memo). Also included is a Docket Book containing case number and brief information about the case and an alphabetical list of agents prepared at the end of each year.

File is arranged: chronologically by calendar year; thereunder numerically by case number.
Docket Book is arranged chronologically by calendar year.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 100; Seven to twelve months old 100; Thirteen to twenty-four months old 8; twenty-five months and older ?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers 4; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Acts 1960, pp. 289, 424
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Summarized in Docket Book; also Monthly Statistical Reports
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? some information duplicated in other Divisions
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>2</u> years.	e. Administrative need	<u>5</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Agent has two years after case is closed to appeal.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 2 month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When case is closed, remove folder from active file and place in inactive file; cut off inactive file at end of each calendar year; hold in current files area 2 years; then transfer to State Records Center; hold 3 years, then destroy.

Docket Book and List of Agents: Cut off file at end of each calendar year; hold in current files area 10 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Raymond H. Farn	4-18-79	Mary Nae	4-20-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-18-79
		Secretary of State/Designee	7-16-79
		Attorney General/Designee	7-18-79



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
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INSTRUCTIONS: See Publication No. 76--RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General's Office Enforcement Division Enforcement Deputy's Office Room 232 State Capitol Atlanta, Georgia 30334	Application Number 79-123	Date Received APR 20 1979
Application Number		Date Completed JUL 20 1979	
2. Person to Contact Cathy Karr		Working Title Secretary	Telephone Number 656-2060
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1969	Latest present	5. Records Series Title (followed by title used in office, if different) AGENTS INVESTIGATION FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining case files on all agent investigations referred to the Division for disposition. Included are: individual folders for each case containing internal memos transmitting the case to the Division; responding memo verifying the case and assigned case number, etc.; correspondence with insurance companies; invitation to agent for informal conference to discuss the charges or problem; copies of related legal documents; working papers and supporting documents such as research information, conference notes, etc.; and copies of Revocation Order or other type of Order summarizing the results of the case (if case is closed because of insufficient evidence, etc., it is closed by internal memo). Also included is a Docket Book containing case number and brief information about the case and an alphabetical list of agents prepared at the end of each year. File is arranged: chronologically by calendar year; thereunder numerically by case number. Docket Book is arranged chronologically by calendar year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>100</u> ; Thirteen to twenty-four months old <u>8</u> ; twenty-five months and older <u>?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>4</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Acts 1960, pp. 289, 424
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Summarized in Docket Book; also Monthly Statistical Reports
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? some information duplicated in other Divisions
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>2</u> years.	e. Administrative need	<u>5</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Agent has two years after case is closed to appeal.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☒ Transfer to State Records Center; hold 3 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

When case is closed, remove folder from active file and place in inactive file; cut off inactive file at end of each calendar year; hold in current files area 2 years; then transfer to State Records Center; hold 3 years, then destroy.

Docket Book and List of Agents: Cut off file at end of each calendar year; hold in current files area 10 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

✓ Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Raymond J. Farnon	4-18-79	Mary Nae	4-20-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-18-79
		Secretary of State/Designee	7-16-79
		Attorney General/Designee	7-18-79